



**OFFICE OF THE ACADEMIC REGISTRAR**

12<sup>th</sup> October 2024

TO: All Prospective Graduands

FROM: ACADEMIC REGISTRAR 

**RE: Deadline of Clearing for the 9<sup>th</sup> Graduation Ceremony which will be held on 25<sup>th</sup> October 2024**

Prospective Graduands are hereby reminded that the deadline for clearing for graduation is Tuesday 15<sup>th</sup> October 2024. Please ensure that you clear with the relevant offices as follows:

1. Student picks a clearance form from the Custodian's office and clears with that office
2. Student clears with the University Library
3. Student clears with the Dean of Students
4. Student clears with the respective Faculty
5. Student clears with the Bursar's office and receives a financial statement
6. Student clears with the Academic Registrar's Office:
  - a) Admissions/ Registration Office
  - b) Examinations Office
  - c) System Administrator's office(Proof- reading transcript drafts inclusive)

**Copied to:**

Vice Chancellor  
Deputy Vice Chancellor (F&A)  
University Secretary  
University Bursar  
Dean of Students  
University Librarian  
Faculty Deans and Directors

Principal Communications Officer  
Chief Custodian  
Guild President  
Guild Information Minister  
Assistant Director, Directorate of  
Quality Assurance